



MRC Job Posting

JOB TITLE: BridgeWays Program Director

DEPARTMENT: BridgeWays

REPORTS TO: CEO

JOB ORDER: 082

STATUS: Full-time, exempt

POSTING DATE: January 14, 2016

JOB FUNCTIONS: The Program Director is responsible for organizing and directing integrated recovery services (case management) in accordance with MRC's strategic plan, policies and procedures, annual plan, and Community Mental Health, Medicaid, CARF, and other applicable standards.

ESSENTIAL DUTIES:

- Participate in strategic planning and goal setting for MRC Industries services.
- Ensure tracking and compliance with CMH contract goals.
- Manage resources and implement strategies to achieve goals and objectives.
- Make recommendations for hire. Orient, train, and develop staff for positions under supervision. Recommend updates to job descriptions and perform regular staff evaluations.
- Provide leadership to staff to assure effective organization and structure.
- Make recommendations for MRC policies and develop procedures for assigned areas as needed.
- Ensure compliance with all applicable CARF, DCH/CMH, Medicaid, DOL, OSHA, ADA, and other local, state, and federal regulations and MRC policies and procedures.
- Keep staff informed of MRC's overall mission, strategic plan, and goals of the agency.
- Keep CEO informed of all personnel, program, and customer service issues.
- Ensure up to date knowledge about mental illness, the recovery model, and current trends in psychosocial rehabilitation.
- Act as a consumer advocate and support consumers to advocate for themselves toward maximum community integration, productivity, personal strength-building, empowerment, and independence.
- Coordinate with other units in MRC and other agencies that serve consumers. Raise issues, advocate, and problem solve to achieve the best possible results for consumers.
- Provide staff assistance to the MRC Board's Program Committee.
- Assist in development of assigned budget. Monitor and assure compliance with budgetary objectives.
- Manage physical plant assuring security and maintenance procedures are followed and repair problems are reported promptly to administrative staff.
- Provide leadership for agency activities and projects.
- Provide clinical leadership to staff to assure appropriate programming and approval decisions occur.
- Train staff in the development of assessment, goals, and service planning.
- Offer day-to-day support and consultation to staff in implementing the recovery model.
- Ensure consumer case records are maintained in compliance with standards. Direct and train staff in required recordkeeping.
- Assist staff to use person-centered planning processes to maximize consumer involvement.
- Cooperate with Access and other agencies that serve consumers. Raise issues, advocate, and problem-solve to achieve the best possible results for consumers.
- Ensure authorizations are processed in a timely manner to assure timely provision of service and payment.
- Direct and perform special activities as requested by the CEO.

KNOWLEDGE, SKILLS & ABILITIES:

- Minimum of 5 years' experience within the mental health field with 3 years in a leadership position required.
- A Masters' degree in social work, psychology or a related field and LMSW, Licensed Psychologist, or equivalent licensure required.
- Ability to provide clinical leadership and possess sophisticated consumer service planning and intervention skills. Effective consumer advocate. Experience with mental health populations.
- Able to put the recovery model into practice. Experienced at supervising staff and able to provide leadership, motivation, staff development, and training.
- Excellent oral and written communication skills, interpersonal skills, and good public relations and problem solving skills. Excellent planning and organizational skills.
- Ability to develop clinical record systems and provide clinical treatment monitoring per accreditation standards. Ability to read and understand budgets and develop policies and procedures, grant proposals, and reports. Ability to recognize and initiate appropriate response to emergency/non-emergency situations. Assure management of physical plant and equipment.
- Working knowledge of the internet, email systems and Microsoft office products including Word and Excel required.
- Valid Michigan driver's license, good driving record required. Availability of licensed, insured vehicle for use on the job. Acceptable driving record. A criminal records check and Recipient Rights Office screening are required for this position.

WORKING CONDITIONS:

- Office environment with noise from computers, copiers, telephones and staff and client interactions

PHYSICAL REQUIREMENTS:

- Ability to operate a 10-key calculator, computer keyboard at acceptable levels of quality and speed and other general office equipment as needed to perform the essential duties of the job.
- Physical ability to work sitting for prolonged periods of time
- Physical ability to work in front of and view a computer terminal for prolonged periods of time
- May occasionally required lifting up to 15 pounds
- Must be able to work a regular full time work schedule

HOURS: Full-time (40 hours/week)

PAY RANGE: \$41,954 - \$62,931 + full benefits

TO APPLY: Apply online at www.mrcindustries.org

DEADLINE TO APPLY: Friday, January 29, 2016 at 5:00pm